

**FP**

**SUBMITTAL REQUIREMENTS**

**FINAL PLAT**

Planning Division  
1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** To ensure the proposed land division is in accordance with City of Renton’s adopted standards and consistent with the approved Preliminary Plat. In addition, final review is used to verify compliance with any required conditions.

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s), please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**PLAT NAME:** Please ensure that the final plat name is consistent with the name used for the preliminary plat application.

**APPLICATION SCREENING:** Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Planning Division staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**All Plans and Attachments must be folded 8 ½”by 11”**

**APPLICATION MATERIALS:**

- 1. **Public Works Approval:** Please provide confirmation that required improvements have either been substantially installed or deferred.
- 2. **Waiver Form:** If you received a waiver form, please provide **5 copies** of this form.
- 3. **Land Use Permit Master Application Form:** Please provide the **original plus 5 copies** of the

**COMPLETED** City of Renton Planning Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

- 4. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.
- 5. **Density Worksheet:** Please submit **5 copies** of a completed density worksheet.
- 6. **Confirmation of Compliance with all Conditions of Plat Approval:** Please provide **5 copies** of a statement detailing how all conditions of plat approval have been addressed.
- 7. **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
- 8. **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
- 9. **Post Office Approval:** Please provide **2 copies** of the Post Office confirmation that they approved your mailbox location(s). Contact Bill Sansaver of the Post Office at (425) 255-6389 or 1-800-275-8777.
- 10. **Environmental Checklist:** You may be requested to provide **5 copies** of an updated Environmental Checklist if more than two years have elapsed since the Preliminary Plat Approval. If a particular question on the checklist does not apply, fill in the space with "Not Applicable."
- 11. **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown.

Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

12. **Overall Plat Plan:** If the scale of the project requires multiple plan sheets, please enclose **5 copies** of the entire plat plan on a single sheet (include with final plat plan below).
13. **Plat Plan:** Please provide **5 copies** of a fully-dimensioned plan prepared by a State of Washington registered professional land surveyor in accordance with RCW 18.43.020, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Planning Division) and including the information required by the City of Renton Subdivision Regulations:
- Name of the proposed plat and space for the future City file number
  - Names and addresses of the engineer, licensed land surveyor, and all property owners
  - Legal description of the property to be subdivided
  - Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet
  - Vicinity map (a reduced version of the neighborhood detail map defined previously)
  - Overall plat layout with sheet key on a single page if the scale of the plat requires multiple plan sheets
  - Drawing of the subject property with all existing and proposed property lines dimensioned
  - Location of the subject site with respect to the nearest street intersections (including driveways and/or intersections opposite the subject property), alleys and other rights of way
  - Names, locations, types, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations. City code requires that private access easements be created via easement rather than creation of a separate tract
  - Location and dimensions of all easements referenced in the plat certificate with the recording number and type of easement (e.g. access, sewer, etc.) indicated
  - Location, distances in feet from existing and new lot lines, and dimensions of any existing structures, existing on-site trees, existing or proposed fencing or retaining walls, free-standing signs, and easements
  - Location of critical areas and any required buffer on or adjacent to the site identified by type (e.g. floodplain, Category 1 Wetland, Class 3 Stream)
  - Proposed square footage of each lot. If there are any pipestem lots with access easements or any lots with portions of the lot narrower than 80% of the minimum required lot width, then both the total square footage and the 'net' square footage shall be provided (per RMC 4-7-170F1)

**Certifications:**

- Certification by a licensed land surveyor that a survey has been made and that

monuments and stakes will be set

- *Only if the plat will not be served by sewer:* Certification by the responsible health agencies that the methods of sewage disposal and water service are acceptable
- Certification by the King County Finance Department that taxes have been paid in accordance with section 1, chapter No. 188, Laws of 1927 (RCW 58.08.030 and 58.08.040) and that a deposit has been made with the King County Finance Department in sufficient amount to pay the taxes for the following year
- Certification by the City Administrative Services Administrator that there are no delinquent special assessments and that all special assessments certified to the Administrative Services Administrator for collection on any property herein contained dedicated for streets, alleys or other public uses are paid in full
- Certification of approval to be signed by the City Public Works Administrator
- Certification of approval to be signed by the Mayor and attested by the City Clerk

14. **Calculations:** Please provide **3 copies** of complete field calculations and computations noted for the plat and details (if any) of all distances, angles, and calculations together with information on the error of closure. The error of closure on any traverse shall not exceed 1' in 10,000'.
15. **Tree Retention/ Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a fully dimensioned plan drawn by a certified arborist or a licensed landscape architect if **ANY** trees or vegetation are to be removed or altered. The plan shall be based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the paper, and clearly show the following:
- All property boundaries and adjacent streets, location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
  - Location of all areas proposed to be cleared;
  - Location, species, and sizes of trees on or immediately abutting the site. This requirement applies only to trees with a caliper of at least six inches (6"), or an alder or cottonwood tree with a caliper of at least eight inches (8"), when measured at fifty-four inches (54") above grade;
  - Clearly identify trees to be retained and to be removed;
  - Future building sites and drip lines of any trees which will overhang/ overlap a construction line. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;
  - Show critical areas and buffers.
16. **Arborist Report:** Please provide **4 copies** of an arborist report by a certified arborist or a licensed landscape architect that correlates with the Tree Retention/ Land Clearing Plan and addresses the following:
- Identification scheme used for each tree (e.g. tree number);
  - Species and size of each tree (caliper measured at 54 inches above grade);
  - Reason(s) for any tree removal (e.g. poor health, high risk of failure due to

structure, defects, unavoidable isolation (high blow down potential), unsuitability of species, etc.) and for which no reasonable alternative action is possible (pruning, cabling, etc.);

- For trees proposed to be retained, a complete description of each tree's health, condition, and viability;
- For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (e.g., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;
- The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;
- An analysis of retained trees according to Priority of Tree Retention Requirements specified in RMC 4-4-130H.1.b.

17. **Landscape Plan, Detailed:** Please provide **3 copies** of a Landscaping Plan (Detailed) meeting the requirements of RMC 4-8-120D.
18. **Irrigation Sprinkler Plan:** Please provide **3 copies** of an Irrigation Plan meeting the requirements of 4-8-120D.
19. **Wetland Mitigation Plan:** (Only for projects with wetlands). Please provide **3 copies** of a **Final Mitigation Plan** meeting the requirements of RMC 4-8-120D.
20. **Stream and Lake Mitigation Plan:** (Only for projects with streams/lakes). Please provide **3 copies** of a plan meeting the requirements of RMC 4-8-120D.
21. **Certificate of Incorporation:** Please provide **3 copies** of a State of Washington, Secretary of State Certificate of Incorporation for the plat's Homeowner's Association.
22. **Monument Cards:** When a monument(s) is installed as part of the project, please provide **2 copies** of a form obtained from the City Technical Services Division and filled out by a surveyor providing information regarding a single monument, including the Section, Township and Range, method of location, type of mark found or set, manner of re-establishment of the single monument (if applicable), description, and a drawing showing the location of a single monument and indicating a reference point to that monument.
23. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your City of Renton Project Manager). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your

reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

## **All Plans and Attachments must be folded to 8½" by 11"**

**REVIEW PROCESS:** Once the Final Plat application is submitted to the Planning Division, the materials will be routed to those City departments having an interest in the application. Reviewers have approximately two weeks to return their comments to the Planning Division. All comments and any requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant re-submits the revised plans and/or documents for review. The time frame for Final Plat processing is largely dependent upon application completeness and prompt turnaround time of revisions.

As part of the review process, the Planning and Public Works Plan Review Divisions will ensure improvements have been installed and approved and that all conditions of the preliminary plat approval have been met. Once the applicant has demonstrated these items have been addressed through either a confirmation of improvement installation approval or letter of deferral, the City will schedule the Final Plat for review by the Hearing Examiner. The Examiner will issue a decision within 14 business days (RMC 4-8-11012c). Examiner's action to approve, modify, or reject the Final Plat shall be final and unless the action is appealed to the City Council within 14 days of the Hearing Examiner's written report.

**DEFERRAL OF IMPROVEMENTS:** The Final Plat may not be recorded until all improvements have been completed and approved by the Planning Division or a letter of deferral has been obtained. The applicant may request a letter of deferral from the Board of Public Works and post security for any improvements that have not been completed.

If a developer wishes to defer certain on-site improvements for more than 90 days after obtaining Final Plat approval, then a written application shall be made to the Board of Public Works. Should the Board of Public Works so rule, then full and complete engineering drawings shall be submitted as a condition to the granting of any deferral. Upon approval for such deferment, the applicant shall thereupon furnish security to the City in the amount equal to 150% of the estimated cost of the installation and required improvements.

**Time Limits:** Such security shall list the exact work that shall be performed by the applicant and shall specify that all the deferred improvements shall be completed within the time specified by the Board of Public Works, and if no time is specified, then no later than one year.

**EXPIRATION OF FINAL PLAT:** A final plat, which has not been recorded within six months after approval by the City Council shall expire and be null and void. The plat may be resubmitted as a preliminary plat.